Human Resource Management System

Arvension Technologies LLP

Arvension Technologies LLP

- Arvension Technologies LLP is a startup company in software field based on Thiruvananthapuram, Kerala offering a wide range of software outsourcing services, Game development services as well as training classes based on various programming skills.

- We, The Arvension Technologies LLP team, recognize the importance of software development in this highly technologically advanced world and offer software services that provide the cutting edge solutions utilizing the latest technologies.

- Our company has a qualified and experienced team of software and management professionals with varied domain knowledge and expertise that will add value and provide a competitive distinct advantage in custom software development services. Arvension Technologies LLP offers software services in a professional and cost effective manner

Our services:

- ● Game development
- ● Custom software development
- ● Website development
- ● Web application development
- ● Application design and development
- ● Database design and development
- ● UI design services

- ● Android/ IOS/ Windows Application design and development
- ● Direct and Digital marketing services
- ● Industry training
- ● Hardware research

Problem Statement

◦ Merges **HRM** (including its basic HR activities and processes) with the **IT** field

◦ Allow enterprises to automate and standardizing HR department processes :

  ◦ Reducing the workload

  ◦ Increasing the efficiency of the department

◦ Through HRMS, IT support HRM

◦ Facilitating HR management process.

Challenge

- Challenge: to manage employees through utilizing the technology
- The staff needs to:
    - increase their productivity,
    - reduce cost,
    - produce better products/service,
    - provide customer satisfaction,
    - increase business competitiveness,
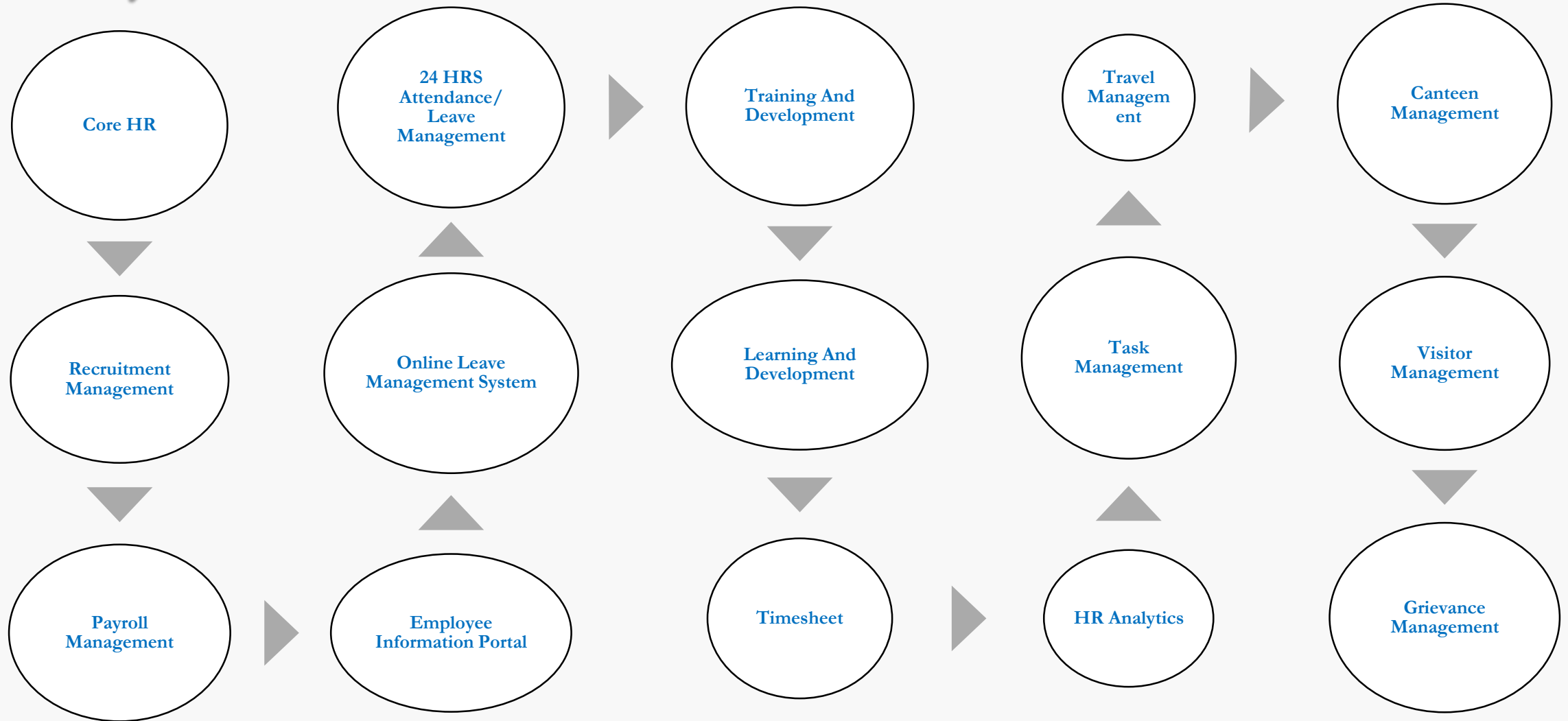- Through utilizing technology.

HRMS In Specific

◦ Application of computers to employee-related record keeping and reporting, and to management decision making

◦ Basic HRMS consist of:
  ◦ Data on employee
  ◦ Other data (org. , job classification)
  ◦ S/W
  ◦ H/W
  ◦ Staff
  ◦ Manual operation
  ◦ Policies and procedures
  ◦ Users

Project Outline

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Core HR → **24 HRS Attendance/ Leave Management** → **Training And Development** → **Travel Management** → **Canteen Management**

↓ ↑ ↓ ↑ ↓

Recruitment Management → **Online Leave Management System** → **Learning And Development** → **Task Management** → **Visitor Management**

↓ ↑ ↓ ↑ ↓

Payroll Management → **Employee Information Portal** → **Timesheet** → **HR Analytics** → **Grievance Management**

Core HR

◦ Data capture

   ◦ Employee Academic qualifications,

   ◦ Previous employment,

   ◦ Family member details,

   ◦ documents upload

   ◦ Employee review pertaining to awards,

   ◦ disciplinary action, etc.

◦ Various date based reminders by email to Employee, Manager and HR

◦ Skill set analysis

◦ Various letter templates pertaining to Experience certificates, Relieving order, Salary certificate, etc

◦ Email functionality to select group of employees, single employee or all employees

◦ Vacancies status can be viewed

Recruitment Management System

- Position Settings
- Short listing of candidates.
- Updating interview status.
- Salary fitment comparison.
- Offer letter generation.

- Data entry by candidate on the joining details like the
  - Experience certificate,
  - relieving letter,
  - bank account,
  - photo, etc
- Updating joined status.
- Integration to payroll.

24 Hrs. Attendance Management

- Auto-download of data without manual intervention from our machine reader or directly from the database of third party device vendor

- Auto email to respective managers and business heads in the beginning of every shift of absenteeism and late without any manual intervention

- Multi-branch attendance data online synchronisation

- Graphical charts on absenteeism, on-duty, overtime, late, etc

- Monthly consolidated data of all time office components for payroll integration either in excel or direct payroll update

- Auto email on shortage or excess of ideal manpower count for any shift for any department on any future dates

- Single click view of all time office events like hours worked, late, permission, on duty, overtime, leave of an employee for date or month period

- Integration to online leave management system

- Various MIS reports pertaining to human resource management

Events on *Attendance Management*

- Data download
- Branches consolidation
- Shift management
- Late management
- Overtime management
- Permissions
- Hourly On-duty
- Full day On-duty
- Manual attendance
- Nightshift

- Holidays
- Week off
- Muster roll

Employee Information Portal (Employee Dashboard)

- **Home Page**
  - Company announcements
  - Birthday list for the date to facilitate wishes from other employees
  - Wedding anniversary list for the date to facilitate wishes from other employees
  - Thought of the day
  - Company job openings for employees to refer
  - Employee polling
  - Buy and Sell of goods between employees
  - Company events
  - New Joiners for the month
  - Promotions for the month
  - Service Anniversary

- **Other pages**

  - HR login to enter branch data
  - Employee login to add/edit master data
  - Payslip viewing and printing
  - PF balances view
  - TDS declaration entry
  - TDS worksheet view
  - Dynamic Link creation like leave policy, Travel policy etc with relevant attachments—user rights based
  - Video upload for viewing – user rights based

Online Leave Management System

- Leave Definition
- Leave rules definition
- Leave request
- Leave cancellation before and after approval
- On-duty request
- Permission request
- Email alerts for approval, cancellation and rejection
- Leave, on-duty and permission approval
- Leave rejection
- CC mail to HR
- Leave balance

- Integration to attendance system (Biometric/Access control)
- View of all attendance events like in-time, out-time, late, permission, on-duty for a date from the calendar by an employee and his manager

Payroll Management

- Dynamic creation of pay groups or category

- Detailed employee master information consisting of academic qualifications, personal details, training details, languages known, Previous employment, Family

- emergency and nominee details

- Dynamic creation of earnings and deductions components and their calculations

- Online PF

- Online ESI

- Professional tax computation on the basis of salary range for different States

- Data export and import for master, monthly inputs, past data and increments

- Increment and arrears calculation

- Loans and advances tracking

- Final Settlement

- Numerous report generation using Report wizard

- Gratuity calculation

- User defined payslip

- Payslip through Email

- Resume and photo attachment in employee master

- Income tax calculations

- Form 16

- Annual return in Excel sheet for upload

Timesheet

○ Any number of Projects can be defined

○ Projects can be assigned to a project manager with effective start date and end date

○ Projects can be assigned to team members with effective start date and end date

○ Tasks can be assigned to project and to team members

○ Employees can fill the draft time sheet in advance to save time with the possible project that they will be doing the following week

○ Employees can call the draft then enter the work hours – here project would be populated from the draft without the need to re-enter.

○ Time sheet can be integrated to our leave system, where in the leave and holiday would automatically be populated in the time sheet

- Holidays can be different for different geographies

- Time sheet has the option to choose 'Work from home'

- Employees on bench/shadow can choose accordingly to fill the time sheet

- Time sheet can be approved/rejected by the project manager

- Time sheet can be approved/rejected by the reporting manager for bench and shadow

- Email alerts to managers for approval in HTML format whereby managers can approve/reject on the mail itself without logging on to the application

- Billing to client (Optional)

HR Analytics

- Employee movement
- Separation
- New Joinees
- Experience status
- Age group analysis
- Gender analysis
- Month wise attrition
- Quarterly attrition
- Half yearly attrition
- Annual attrition
- Pay summary based on attribute
- Cost count matrix
- Promotions
- Increments

- Pay component comparisons
- Dynamic data wizard
- Various charts based on master and earning components

Performance Management

- KRA definition
- KRA rating
- Employee Self Appraisal
- Manager Appraisal
- Senior management review
- HR Normalisation
- Appraisal result output
- Report on Increments and promotions

Training And Development

- Training Calendar
- Training Budget
- Training request by employee
- Training approval by manager
- Training registration
- Training attendance
- Training feedback
- Special training request by employee
- Manager approval
- Training Costs
- Training history
- Training hours shortfall

- Budget vs Variance
- Training hours attended
- Training conducted for a period
- Report on additional training requisitions

Learning & Development

◦ Analyse the concepts of a learning culture in an organization

◦ Discuss the emphasis of learning culture

◦ Courses are mapped across departments & designations

◦ Dynamic set of question patterns can be set against each course

Task Management

- Top manager can assign a task to any employee of all managers under him
- Email alert to employee for entering assigned task
- Email alert to manager to know about assigned task status
- Various MIS reports pertaining to task

Travel Management System

- Travel request
- Travel approval (Multiple approval)
- Expense definition
- Advance approval
- Admin Ticket booking
- Exchange rate is captured for each currency.
- Expense claim based on grades
- Expense approval by HOD
- Expense process by finance
- Expense payout
- Integration of accounting entries to SAP
- Various reports pertaining to above

Canteen Management System

- Canteen turnstile would work only from the pre-defined timings
- Integration with employee master from attendance application
- Finger prints transfer to canteen biometric machines from the master database
- Data capture would be based from biometric machine
- Tokens would be issued in advance, General shift employees can access for lunch and the other shifts can have breakfast and dinner
- Any continuation shift employee shall take free lunch based on the approval by the manager
- Breakfast, lunch and dinner count shall be based on pre-defined timings

- Card based canteen access for visitors
- Report on breakfast, lunch and dinner consumed for a period for all employees for salary deduction in excel format
- Details of visitor should be entered for the report purpose
- Report on visitors count for breakfast, lunch and dinner for a period
- SAP interface file to be created for canteen deductions

Visitor Management System

- Visitor data capture and photo once.

- Retrieval of data again by either mobile number or Name without the need to enter the visitor data again.

- Visitor pass printing with photo.

- Closure of visitor pass after visitor exits the organisation.

- Number of active visitors in the organisation at any point of time.

- Repeated visitor for the same staff on a periodical basis.

- Email to staff about the visitor (Network and employee database link mandatory).

Grievance Management

- List of Grievance master
- Employee can raise a grievance from the available list
- Mail flow to Manager to resolve
- If manager cannot resolve within a time frame, escalated to HR
- If HR cannot resolved within stipulated time, escalated to CEO
- Reporting on the grievances summary

Mobile application

◦ **Employee Can:**

◦ View the attendance data - In time, out time, late, permission and shortfall hours.

◦ Can apply for leave, permission and on-duty through the mobile app.

◦ View the leave balance, pending, approval, rejection, etc.

◦ View his payslips, tax worksheet, form16, PF summary data, etc,.

◦ View company policies, announcements, events, thoughts, polls, job openings, birthday, wedding anniversary, service anniversary of the colleagues, magazines/ newsletters, video, etc,.

◦ Employee can also enter his personal data.

◦ **HR Can:**

◦ Enter the leave the details of an employee in his mobile.(In addition to the employee Can)

◦ **Manager Can:**

◦ (In addition to the employee Can) All the requests can be approved/ rejected by the manager through the mobile app instantly.

◦ All the above will sync to the central server.

Exit Management

○ The application is available on **Android**.

　　○ Online submission of resignation

　　○ Notice period approval by Manager

　　○ Check list verification by Manager

　　○ Check list verification by Admin

　　○ Check list verification by HR

　　○ HR approval for Full and Final settlement

Characteristics of Successful HRMS

◦ Able to accommodate data initiated by employees (martial status, beneficiaries, address)or by employers (job, code, location, salary)

◦ Responsive to changes in regulations, organization policies, and business conditions

◦ Time-consuming to develop

◦ Expensive to implement

◦ Allow only authorized users access to sensetive data

◦ Expandable, so human resources can only add new applications later

◦ More transaction –driven than computational

HRMS Development Goals

◦ 1. To provide complete , timely, and accurate information for personnel administration and analysis.

◦ 2. To match its own capabilities with the needs, skills, and interests of human resources staff and other users.

◦ 3. to foster comfort and trust among its intended users.

How An HRMS Enhances Productivity

- Increases Work Force Quality
  - 1 More appropriate hiring
  - 2 Better training and development
  - 3 Improved retention of desired employees

- Eases Regulatory compliance
  - 1 Equal employment opportunity(EEO)reports
  - 2 Consolidated Omnibus Budget Reconciliation Act (COBRA)
  - 3 Occupational Safety and Health Administration (OSHA) safety reports

- Controls Expense
  - 1 More thorough salary /benefits administration tracking and analysis
  - 2 More appropriate training and development
  - 3 Ad hoc reports to answer queries
  - 4 More user independence

Thank you!

ARVENSION TECHNOLOGIES LLP
See Different…Think Different…Do Different…!

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